



North Carolina Department of Health and Human Services
Division of Budget and Analysis
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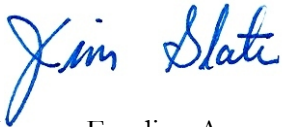
Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

July 3, 2008

MEMORANDUM

TO: Budget Officers

FROM: Jim Slate 

SUBJECT: BEACON Issue – Funding Approver Role for HR Positions

We have identified a problem affecting Budget Officers/BEACON funding approvers who have HR staff in their budgets who report to the Division of Human Resources. Due to the BEACON organization structure for these HR positions, the funding approver(s) at the Division level where they are budgeted can not change budgets for these positions in response to a Personnel Change Request (PCR).

We are providing a short term solution in this office. For only PCR's affecting HR positions as described above, Javier Rivera in this office will make necessary changes to Division BEACON budget records provided that he is sent an email from the Budget Officer/funding approver with the following information:

- Name(s) and personnel number(s) for the HR positions in the Division/Office that require a change to the budget(s) for the position(s).
- A brief explanation of the reason for the change(s).
- The exact budget changes with from/to amounts, effective dates, and reason code.
- Assurance in each case that the impact on salary control and salary reserve has been approved by the Budget Officer.
- Assurance in each case that the change to the budget for the position is approved by the Division/Office Director.
- Assurance that a BEACON role change for the funding approver has been requested as described below for the funding approver.

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This is only a short term solution to maintain workflow and improve timeliness of budget adjustments for these actions. The long term solution is to change the BEACON roles for Division/Office funding approvers so they can make appropriate BEACON budget changes for all positions in their respective budgets. These changes should be requested through paula.woodhouse@ncmail.net.

Also while examining these BEACON roles it is a suggested business practice to examine backup funding approver status in each Division/Office. It is not our intention to assume that role in this office; rather I want to ensure that Divisions/Offices maintain full responsibility for BEACON funding approver changes that impact their budgets.

JBSjr:AW:gg

cc: Kathy Gruer
Andy Watry